Palacký University
Olomouc

STAG = STUDY AGENDA

+ Registration for Courses via Portal UP

CONTENTS

PORTAL UP is a platform where you get all necessary information about your study, students, courses, lecturers, schedule of courses, UP canteen … It is a tool / application which allows browsing certain data saved in STAG.

STAG is the database, a **study agenda / administration system** for study affairs, students, academic and administrative staff

STAG – **ST**udy **AG**enda of Palacký University

Portal UP has a **public** and **nonpublic** part. The nonpublic part requires login.

If you want to register for a course, find more details about a course or for example order your food in the UP Canteen, you have to login to Portal UP (nonpublic part of Portal).

1. Go to the page of Portal UP on http://portal.upol.cz/

2. Click on the ENGLISH FLAG to switch the language

WITHOUT LOGIN TO PORTAL

Portal
Palacký University information system

Home | Studying & Teaching | Applications | Services | Contacts | E-mail |

Welcome Site Map

Home / Welcome

Login

User ID:

Password:

☐ Resume last session

[Log in] [Cancel]

Často používané aplikace

Help and Guidelines
Pre-registration info
Online apllication
STAG
Courseware
UPShare
DMS
OBD
E-mail

Don't glance over

Wednesday, May 18, 2016

ⓘ **Nová WiFi síť pro studenty a zaměstnance UP**

Pro připojení k internetu je nově dostupná WiFi síť s názvem „UPOL". Heslo pro připojení k této síti naleznete na portále v záložce Služby/Přístup na WiFi. Upozorňujeme, že tato síť nedovoluje přístup k licencovaným zdrojům a vybraným informačním systémům UP. Pro tyto účely je třeba nadále využívat síť Eduroam.
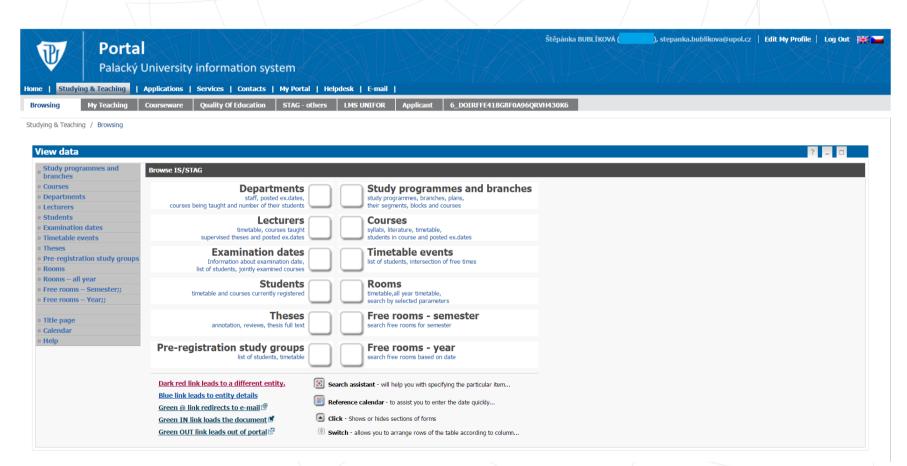
Informace CVT

Upgrade stravovacího systému KREDIT
17. 5. 2016 8:52:19

Ve dnech 17. 5. 2016 a 18. 5. 2016 proběhne upgrade stravovacího systému Kredit v menzách SKM UP. 17. 5. 2016 ve 20:00 hod. dojde k odstávce systému - tj. od této doby nebude v provozu webové rozhraní pro objednávání jídel. 18. 5. 2016 v ranních hodinách dojde ke znovuzprovoznění všech služeb. Za možné komplikace se tímto omlouváme. SKaM
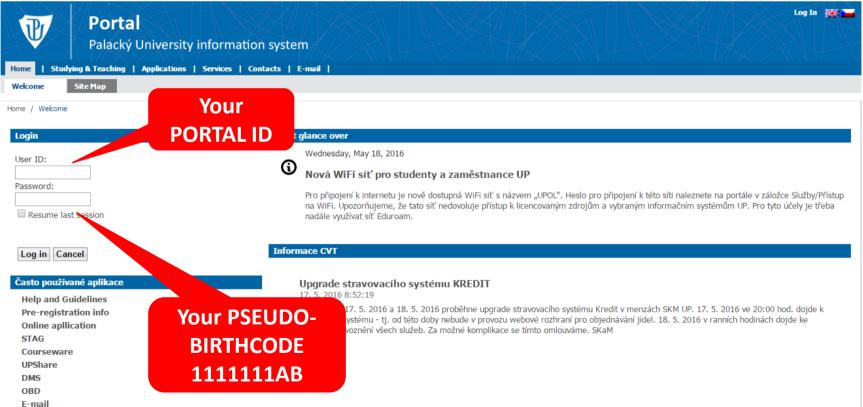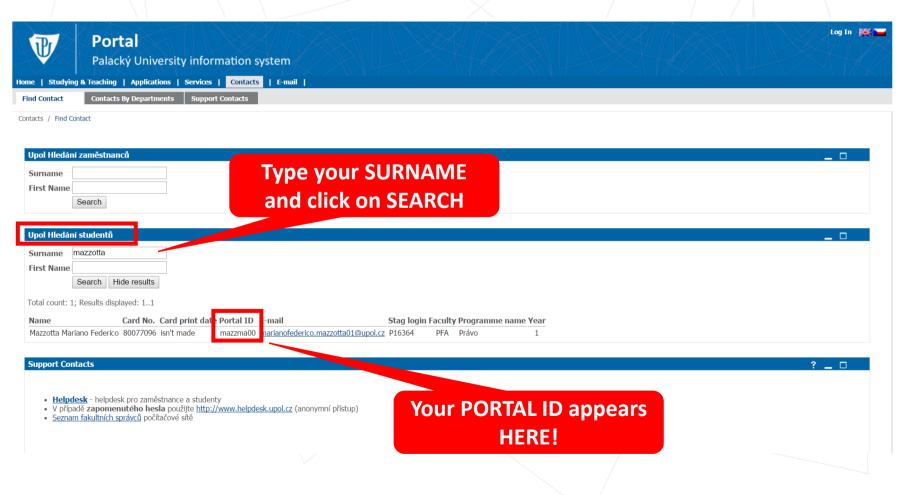
AFTER LOGIN TO PORTAL

LOG IN TO PORTAL

Palacký University Olomouc

Portal
Palacký University information system

Log In

Home | Studying & Teaching | Applications | Services | Contacts | E-mail |

Welcome | Site Map

Home / Welcome

Login

Your PORTAL ID

User ID:

Password:

☐ Resume last session

Your PSEUDO-BIRTHCODE 1111111AB

Log in | Cancel

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HOW TO FIND YOUR PORTAL ID

HOW TO LOG IN TO PORTAL – Problems?

1.   **„I cannot find my PORTAL ID."**

→ It probably means that you have not done your online registration or the faculty coordinator did not save your data to STAG. Please contact your faculty coordinator.

2.   **„I do not remember my PSEUDO-BIRTHCODE."**

→ In case you forgot the code, ask Mrs. Hamdanieh in the IRO or your Faculty coordinator for international relations.

3.   **Other problems** – please contact the HELP DESK at http://www.helpdesk.upol.cz/

WHERE TO FIND THE COURSE CODE (KAA/LK03)

WEB PAGE OF A DEPARTMET AT UP

− Check the web page of your „home" department at UP

PORTAL UP

− **http://portal.upol.cz/** (English version) → **Courses**. Then you need the abbreviation/the code of your or any other UP department to have an overview of the courses. For courses taught in English, choose English language.

WEB PAGE OF IRO UP

− http://www.upol.cz/en/menu/erasmus-exchange/courses-20162017/

International students can choose courses of all departments and of all faculties!

HOW TO REGISTER FOR A COURSE

1. You can register <u>online</u> **by yourselves if there is a free place** in the course before the semester starts

2. If there is **no free place** (full capacity in the course) **you can´t register by yourself immediately**, but you can ask the teacher of the course <u>after the first lesson</u> to permit you to attend the course (she/he approves this by signature in your enrolment form).

– **In both cases above** (free course, full course) ↑ **you need to fill in ALL your courses you have chosen in the EXCHANGE STUDENT ENROLMENT FORM** (EF) and <u>give a copy</u> **to your faculty coordinator** (see the names and contacts in your Enrolment form) **till the end of September 2016**. The faculty coordinator **will register you also in these full courses**.

Notes:

Palacký University Faculty Coordinators:

Faculty of Arts: Ms. Zuzana Henešová – zuzana.henesova@upol.cz
Faculty of Medicine: Ms. Petra Nakládalová – petra.nakladalova@upol.cz
Faculty of Health Sciences: Ms. Irena Jedličková – irena.jedlickova@upol.cz
Faculty of Education: Ms. Jana Dostálová – jana.dostalova@upol.cz
Faculty of Science: Ms. Dana Gronychová – dana.gronychova@upol.cz
Faculty of Law: Ms. Radana Kuncová – radana.kuncova@upol.cz
Faculty of Physical Culture: Ms. Zuzana Hanelová – zuzana.hanelova@upol.cz
Faculty of Theology: Ms. Petra Hubená – petra.hubena@upol.cz

Description of the UP grading system:

Credit (R)   awarded after fulfilling academic requirements at the end of each term
Colloquium (R) exam, graded only "passed" or "failed" (no grade)
Exam, grades   A – excellent
                 B – excellent minus
                 C – very good
                 D – very good minus
                 E – good
                 F – fail

The value of local credits corresponds to ECTS credits.

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ERASMUS+ / EXCHANGE STUDENT ENROLMENT FORM
Výkaz o studiu výměnného studenta

Name of the student / Jméno:

SHELDON COOPER

Date of birth / Datum narození:

06/07/1993

Permanent address / Trvalé bydliště:

ROAD 12, STREET 3
MEXICO CITY 45671, MEXICO

E-mail:

SHELDON.COOPER@GMAIL.COM

Home Institution / Vysílající instituce:

ABRAHAM UNIVERSITY

Home Institution address (to send Transcript of Records) /
Adresa vysílající instituce (pro zaslání výpisu výsledků):

ABRAHAM UNIVERSITY
ROAD 34, STREET 6, MEXICO CITY 45671, MEXICO

Name and email of the coordinator at the home institution /
Jméno a email koordinátora na vysílající instituci:

JOHN.SMITH, JOHN.SMITH@GMAIL.COM

Name/Jméno: SHELDON COOPER

Academic year/Akademický rok: 2016/2017   Semester/Semestr: WINTER SEMESTER

Course code/ Kód kurzu	Course title and time/ Název kurzu a čas konání	Lecturer / Vyučující	ECTS credits amount / Počet kreditů	Enrolment approval/ Potvrzení o zápisu	Grade/ Hodnocení	Date and signature/ Datum a podpis
KAA/LK03	INTRODUCTION TO CZECH CULTURE / LITERARY COLLOQUIUM 3 WED 16:45	dr. LIVINGSTONE	4	*tm*	A	*signature* 17.12.2016

More information on courses at **https://edis.upol.cz/cc**

FACULTY APPROVAL

NAME: _____Faculty Coordinator_____   **DATE:** ___10.02.2017___

SIGNATURE: _____ *signature* _____   **STAMP:** ⊘

BEFORE YOU LEAVE FOR HOME

- After completing the course requirements, **the lecturer should fill in your grade (or „passed/failed") and provide signature not only into the <u>STAG</u>, but also into the <u>Enrolment Form</u> (for control)**.

- The student must submit the EF to the responsible person (**<u>faculty coordinator</u>** – see the attached list of coordinators) to be able to make the **<u>Transcript of Records</u>**.

- **Faculty coordinator** will send the ToR **to the student's home institution and to the student's address** as noted in the EF form **only after** all commitments between the student and UP (including Dormitories administration) have been settled up → it might take up to **5 - 6 weeks.**

CONTACTS - INTERNATIONAL RELATIONS OFFICE (Central IRO)

FUNCTION/POSITION	NAME	CONTACT	AGENDA
Institutional Coordinator	Mrs. Yvona Vyhnánková	yvona.vyhnankova@upol.cz	bilateral agreements learning agreements – LA (when previously signed by a UP departmental coordinator)
Coordinator for incoming Erasmus + students	Mrs. Zuzana Hamdanieh	zuzana.hamdanieh@upol.cz	information for students interested in an Erasmus+ study stay at UP receives and administrates application materials, Learning Agreements sends letters of acceptance, practical information before arrival organization of the orientation week for incoming students Confirmation of study period
Coordinator for incoming non-EU students (EURICA, Cooperation Agreements)	Ms. Štěpánka Bublíková	stepanka.bublikova@upol.cz	information for students interested in an exchange study stay at UP receives and administrates application materials, Learning Agreements (non- Erasmus) organization of the orientation week for incoming students Confirmation of study period
Coordinator for incoming Erasmus + non-European students KA107	Ms. Eva Ohnisková	eva.ohniskova01@upol.cz	information for students interested in an Erasmus+ study stay at UP receives and administrates application materials, Learning Agreements sends letters of acceptance, practical information before arrival

CONTACTS – FACULTY COORDINATOR FOR INTERNATIONAL RELATIONS

FACULTY	NAME	CONTACT
Faculty of Theology	Mrs. Petra Hubená	petra.hubena@upol.cz
Faculty of Medicine&Dentistry	Mrs. Petra Nakládalová	petra.nakladalova@upol.cz
	Mrs. Jana Osmani	jana.osmani@upol.cz
Faculty of Arts	Mrs. Zuzana Henešová	zuzana.henesova@upol.cz
Faculty of Science	Mrs. Dana Gronychová	dana.gronychova@upol.cz
Faculty of Education	Mrs. Jana Dostálová	jana.dostalova@upol.cz
Faculty of Physical Culture	Mrs. Zuzana Hanelová	zuzana.hanelova@upol.cz
Faculty of Law	Mrs. Radana Kuncová	radana.kuncova@upol.cz
Faculty of Health Sciences	Mrs. Irena Jedličková	irena.jedlickova@upol.cz

WHO ELSE CAN HELP ME?

Your buddy
Your buddy
Your buddy

☺